Microsoft Word

SHORTCUT KEYS

Sometimes it's quicker to use the keyboard rather than the mouse. Below is a listing of the most common shortcut keys used in Microsoft Word (*for most Windows versions*).

SHORTCUT	DESCRIPTION
Ctrl + N	Create a new blank document
Ctrl + O	Open an existing document
Ctrl + W	Close a document
Ctrl + S	Save the active document
F12	Open the Save As dialog box
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last action
Ctrl + A	Select all text and objects
Ctrl + C	Copy the selected text or objects
Ctrl + X	Cut the selected text or objects
Ctrl + V	Paste the contents of the clipboard
Ctrl + Shift + C	Copy formatting of selected text
Ctrl + Shift + V	Apply copied formatting to selected text
Ctrl + P	Print the document
Ctrl + B	Apply or remove bold
Ctrl + I	Apply or remove italic
Ctrl + U	Apply or remove underline
Ctrl + R	Right align text
Ctrl + L	Left align text
Ctrl + E	Center align text

SHORTCUT	DESCRIPTION
Ctrl + J	Justify text
Ctrl + 1	Apply single line spacing
Ctrl + 2	Apply double line spacing
F7	Open Spellcheck
Shift + F7	Use the Thesaurus
Ctrl + Enter	Insert a page break
Shift + Enter	Insert a line break
F1	Display Help window
Esc	Close an open menu or task
Ctrl + Shift + <	Decrease the font size of selected text
Ctrl + Shift + >	Increase the font size of selected text
Ctrl + F or H	Open Find or Find/Replace
F5 or Ctrl + G	Display Go To dialog box
Home/End	Jump to start or end of a line
Ctrl + K	Insert a hyperlink
Insert	Turn on or off Overtype
Shift + Rt/Lft Arrow ⇄	Select one character to the right or left
Ctrl + Shift + Rt/Lft Arrow ⇄	Select one word to the right or left
Ctrl + F1	Hide or show the ribbon